



STATE OF WASHINGTON
DEPARTMENT OF LABOR & INDUSTRIES

APPLICATION TO ESTABLISH CONTRACTOR DEPOSIT ACCOUNT AND INTERNET
ACCESS TO L&I'S EIRS/IPEP SYSTEM

Contractor deposit accounts are established for businesses who are licensed by the department as electrical contractors or registered construction contractors who are legally required to purchase electrical work permits from the department. The contractor may also request limited access, via Internet, to L&I's Electrical Inspection Request Service (EIRS) and or Internet Purchase of Electrical Permits (iPEP) computer system(s) for electronic data relevant to the contractor's electrical permits and or inspections.

The deposit account allows the business to deposit money with the department and request electronic transfers from this account for the purchase of electrical permits as well as other departmental business. **This account is subject to all legal attachments.** To request the establishment of a contractor deposit account, please complete this application and submit to:

Dept. of Labor and Industries
PO Box 44460
Olympia, Washington 98504-4460:

To request limited access to EIRS/IPEP systems, please complete and sign the attached EIRS/IPEP System Access Request and submit it to the same address as shown above.

Please allow seven to ten days for processing to establish your account and related Internet access.

APPLICATION TO ESTABLISH CONTRACTOR DEPOSIT ACCOUNT

PLEASE TYPE OR PRINT CLEARLY WHEN COMPLETING THIS APPLICATION FORM

COMPANY/BUSINESS NAME: (limited to 30 characters)

CONTRACTOR LICENSE/REGISTRATION NUMBER:

COMPLETE MAILING ADDRESS

Street/PO

City

State

Zip

Phone number

Fax Number

UBI Number

SERVICES REQUESTED: ☐ INSPECTION REQUEST ONLINE (EIRS)
☐ PURCHASE PERMITS (IPEP)

Do you wish to receive correspondence from the department via e-mail or written format?
(Check one)

☐ e-mail

☐ written (US Postal Service)

E-MAIL ADDRESS:

PRINCIPAL NAMES: (These are names of individuals who will be authorized to sign for electrical work permit applications, and to authorize the disbursement of funds from the account to pay for services.)

The owner/ member of the business requesting access must sign this form and have his/her signature notarized.

Print Name

Signature (*signature must be owner/member of business requesting access*)

Date

Notary Seal Here

Subscribed and sworn to before me on this
the ____ day of _____, _____

Notary Signature:

Notary Public in and for the State of

Residing in

My commission expires

For departmental use only:

MA ACCT number assigned:

Fortress Logon

Assigned by:

date of completion



STATE OF WASHINGTON DEPARTMENT OF LABOR & INDUSTRIES

EIRS/IPEP SYSTEM ACCESS REQUEST

INTRODUCTION

The individual/firm (herein referred to as "Customer") identified below has submitted an application to Department of Labor and Industries (L&I) to establish an account for direct electronic deposit or transfer of funds associated with the purchases of electrical permits and conduct of other business transactions with L&I.

Customer has requested that L&I provides Customer and/or Customer's employees with limited on-line access to the L&I's Electrical Inspection Request Service (EIRS) system and/or Internet Purchase of Electrical Permits (IPEP) system for electronic data relevant to the Customer's Electrical Permits.

Pursuant to RCW 19.28 and RCW 18.27, L&I hereby grants Customer and/or Customer's employees such limited access subject to the following terms and conditions.

TERMS AND CONDITIONS

LIMITATION OF, DURATION AND TERMINATION OF ACCESS

Upon approval by L&I, Customer will be provided with limited on-line access to L&I's EIRS and/or IPEP system for electronic data relevant to Customer's electrical permits. Such access will be granted for an indefinite period of time unless terminated by Customer or by L&I as specified below.

L&I has the sole discretion to terminate Customer's access to EIRS and/or IPEP system at any time by giving advance notice to Customer. If access is so terminated, Customer shall be liable for any actions, liabilities and/or expenses associated with the access provided prior to the effective date of termination.

L&I shall have the right to terminate Customer's access as set forth herein if the Contractor License or Registration issued by L&I to Customer is inactivated or suspended in excess of seven (7) working days.

DISCLAIMER OF WARRANTY

There are no express or implied warranties, including the implied warranties of merchantability and fitness for a particular purpose, regarding the limited access to EIRS system and/or IPEP system provided by L&I hereunder. L&I does not warrant that the data or functions contained in the EIRS system and/or IPEP system will meet Customer's needs or requirements or that operation/access will be uninterrupted or error free. L&I shall not be responsible for any damages with respect to any claim arising from the EIRS system and/or IPEP system access provided by L&I hereunder, even if L&I has been or is hereafter advised of the possibility of such damages.

CUSTOMER DUTIES

Customer agrees that Customer will :

1. Maintain electronic equipment exclusive of the telephone line and Internet Service Provider (ISP) necessary to allow computer link-up with L&I's computer system.
2. Be responsible for obtaining and utilizing the minimum hardware and software items recommended in the **System Configuration** section below.
3. Be wholly responsible for the selection, acquisition, operation, and maintenance of equipment and software, including the Internet access software (Internet Browser), necessary for this access, and for all costs, expenses and payments associated with such access, including payments to their own Internet Service Provider (ISP) for Internet connectivity services.

4. Safeguard the data received or accessed according to the terms specified in the ***Data Confidentiality and Security*** section below.
5. Promptly notify L&I in writing upon its decision to terminate its access to EIRS system and/or IPEP system.
6. Promptly respond, without charge, to any questions or surveys conducted by L&I regarding the access or services.

SYSTEM CONFIGURATION

Following are the recommended system configuration for optimum access and use of the EIRS and/or IPEP applications:

- Computer, Operating System (OS), memory (RAM), Hard Drive (HD), and Modem that will support either of the following Internet Browser softwares:
 - Netscape Communicator version 4.xx or above;
 - Microsoft Internet Explorer (MSIE) version 4.xx or above

Customer understands that use of an Internet Browser software with versions older than those noted above may encounter problems in either accessibility or responsiveness of the EIRS and/or IPEP applications.

Customer is not obligated, in any way, to adopt the system configuration recommended above. Customer has the sole discretion to choose and adopt any system configuration deemed fit and appropriate to Customer. Regardless of what system configuration Customer adopts or chooses to adopt, L&I will not be responsible and liable for Customer's choice or decision on system configuration, nor will L&I be liable for any problems, damages, losses, and/or claims Customer may encounter through the use of a system configuration at, below, or above that recommended above and/or as a result of Customer's access to L&I's EIRS system and/or IPEP system.

L&I does not warrant, endorse, or certify any product, equipment, hardware, software, or system configuration in association with the limited access to EIRS system and/or IPEP system as provided hereunder.

DATA CONFIDENTIALITY AND SECURITY

Customer warrants that Customer's employees will maintain as confidential all computer data information, computer-oriented systems, systems-related data, software, study findings and recommendations, financial affairs, passwords, access codes and other resources and any other information which may be classified as confidential according to agency policies or state laws.

Customer will not disclose such confidential data or information without the written consent of L&I, except as may be required by law.

Customer agrees to utilize reasonable security procedures and protections designed to assure that confidential information is not disclosed to persons other than the employees of Customer who have a legitimate need to know and have agreed to such confidentiality requirements.

Customer shall include such requirements of confidentiality for all employees of Customer that have access to the confidential data.

Customer will protect L&I information resources from unauthorized use, disclosure, alteration, or destruction whether accidental or intentional. Customer understands that personal access authorizations may be reviewed, updated or revoked at any time by L&I's Data Security Officer.

Customer will adhere to the following computer security practices:

1. Change passwords at least once every sixty (60) days;
2. Avoid easily-guessed passwords or passwords that have a personal meaning, e.g., a spouse's or child's name. Combinations of letters, numbers and special characters are best;

3. Keeping passwords a secret; not posting passwords on terminals or leaving them on desks. Each employee of the Customer who has authorized access to EIRS system and/or IPEP system is directly responsible for protecting the confidentiality of passwords and other electronic data processing (EDP) security procedures required to be established by the Customer;
4. Logon IDs are assigned by L&I to the Customer. The Customer is responsible for actions taken or messages sent using assigned logon IDs. No other person should be allowed to use an assigned logon ID. If additional logon ID's are required, Customer shall notify L&I's EIRS/IPEP Enrollment Coordinator, Phyllis Cooper (360) 902-5293, or e-mail tayp235@lni.wa.gov;
5. Logoff or lock the terminal before leaving it. Terminals can be locked by the use of password protected screen savers, or other workstation or network access logon requirements as may be established by the customer; and
6. Any instance which appears to compromise data security will be reported to the EIRS/IPEP Enrollment Coordinator.

CUSTOMER'S CERTIFICATIONS AND ASSURANCES

Customer understands that the limited access to EIRS system and/or IPEP system granted by L&I to Customer is restricted only to the electronic data relevant to Customer's Electrical Permits and in association with the establishment of an account for direct electronic deposit or transfer of funds between L&I and Customer for the purchase of electrical permits and other related official business transactions.

Customer warrants that Customer has read and understands the terms and conditions as specified above and agrees to be bound by these terms and conditions. The individual signing below warrants that he/she has the authority on behalf of Customer to execute this EIRS/IPEP System Access Request.

(CUSTOMER'S SIGNATURE)

Name:	
Title:	
Date:	
Company's Name:	